

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2012-022 **Issue Date:** 02-17-12 **Closing Date:** 03-09-12

**Training and Exercise Planner**  
**Tribal Homeland Security Grant Program**  
**Yakama Nation Emergency Management**  
**Hourly Wage: DOQ/Full-Time/Regular**

Under the direct supervision of the Yakama Nation Homeland Security – Emergency Management Manager, incumbent will provide support in delivering professional level training and exercise activities for the Yakama Nation. The planner will assist in the development and feasibility of training and exercise plans and procedures for effective emergency response with local jurisdictions, state and federal agencies, emergency response agencies and private organizations. Responsibilities include providing assistance to prioritize, develop, implement and evaluate planning, training and exercises for presentation to local school districts, emergency responders and volunteers. Informs and educates the general public as to their relationship to the Yakama Nation Homeland Security - Emergency Management Department. This is a grant funded position lasting 36 months.

**Knowledge, Skills and Abilities:**

- Knowledge of tribal, federal, state, and local emergency management agencies, principles of emergency management, planning, ICS, and NIMS and practices of project management.
- Knowledge of principles and practices of planning, training, and evaluating.
- Knowledge of public relations and information as it relates to domestic incidents.
- Knowledge of the geography of the Yakama Indian Nation, the Ceded Lands and the Columbia River Basin.
- Knowledge of Yakama culture and traditions.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including, Word, Excel, Power Point, and Access.
- Ability to plan, organize and coordinate independently with limited direct supervision.
- Ability to establish and maintain cooperative and coordinated relationships with various jurisdictions and agencies as they relate to emergency management and public health.
- Ability to analyze situations accurately and communicate in an effective and concise manner.
- Ability to respectfully and effectively work with diverse populations and individuals; and work in stressful and sensitive situations.

**General Recruiting Indicators:**

- Graduate from an accredited four-year college or university with courses related to emergency management planning, OR previous background in Emergency Management, planning and/or public education, with a minimum of four years.
- Required to pass a pre-employment drug and alcohol test.

**Special Requirements:**

- Must possess a valid Washington State Driver's License, with the ability to obtain a Yakama Nation Tribal Driver's Permit.
- Required to successfully pass a criminal background check (if applicable).
- May be on call 24 hours a day in an emergency situation.